

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Friday, August 16, 2013 at the hour of 9:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

I. Attendance/Call to Order

Chairman Wiese called the meeting to order at 9:40 A.M.; at this time, a quorum was established. For quorum purposes, she appointed Director Butler as a substitute Member of the Committee. She recessed the meeting to the call of the Chair, in order for the Finance Committee to conclude their meeting. At approximately 10:40 A.M., Chairman Wiese reconvened the Human Resources Committee meeting; at that time, the Committee began its consideration of the items presented.

Present: Chairman Dorene P. Wiese, EdD and Director Hon. Jerry Butler (substitute Committee Member) (2)

Board Chairman David Carvalho (ex-officio) and Directors Ada Mary Gugenheim and M. Hill Hammock

Absent: Directors Jorge Ramirez and Carmen Velasquez (2)

Additional attendees and/or presenters were

Kevin Frey – Senior Labor and Employment Counsel
Randolph Johnston – System Associate General Counsel
Gladys Lopez – Chief of Human Resources
Ram Raju, MD, MBA, FACS, FACHE – Chief Executive Officer

Elizabeth Reidy – System General Counsel
Tanda Russell – System Interim Chief Nursing Officer
Deborah Santana – Secretary to the Board

II. Public Speakers

Chairman Wiese asked the Secretary to call upon the registered speakers.

The Secretary called upon the following registered public speakers:

1. Chris Zook Labor Representative, National Nurses Organizing Committee
2. George Blakemore Concerned Citizen

III. **Report from Chief of Human Resources (Attachment #1)

Gladys Lopez, Chief of Human Resources, provided an update on the following subjects: Update on County-wide Projects; 2013 Fiscal Year Vacancies Filled; Recruitment Efforts; Union Re-Calls; and Labor Update. The Committee reviewed and discussed the information.

Director Gugenheim inquired as to the number of nursing schools with which the System has clinical affiliation agreements. Tanda Russell, System Interim Chief Nursing Officer, responded that the System has agreements with eight nursing schools; she noted that there are two additional agreements for allied health support positions. Those agreements will expire soon, so a Request for Proposals (RFP) will be issued in the near future.

III. **Report from Chief of Human Resources (continued)

During the presentation of the information provided on the union re-calls, Kevin Frey, Senior Labor and Employment Counsel, provided additional information. He stated that the recalls are from Phase III layoffs, and the majority of the employees have recall rights going back to November 30, 2011; those rights will expire after a two-year period. Board Chairman Carvalho noted that the System has a lot of vacancies in the budget; he inquired whether the System has the ability to prioritize which vacancies they want to fill. Mr. Frey responded affirmatively. Dr. Ram Raju, Chief Executive Officer, stated that the System has a Position Justification Committee (PJC) which is headed by members of senior leadership, that regularly meets, reviews all of the vacancies System-wide, and prioritizes which positions should be filled at a given time.

Mr. Frey noted that on slide 24 of the presentation, under the information for the Fraternal Order of Police (FOP), it should reflect that there are four vacancies and eight employees on recall.

IV. Recommendations, Discussion/Information Item

A. Discussion of 2013 Meeting schedule and planning for schedule of 2014 Committee Meetings

Following discussion, the Committee determined that the schedule of remaining 2013 Human Resources Committee Meetings does not require any adjustments at this time.

With regard to planning for the schedule of 2014 Committee Meetings, the consensus reached by the Committee indicated that they were not in favor of holding the Committee Meetings and Board Meeting on the same day.

V. Action Items

A. Minutes of the Human Resources Committee Meeting of July 19, 2013

Director Butler, seconded by Chairman Wiese, moved to accept the minutes of the meeting of the Human Resources Committee of July 19, 2013. THE MOTION CARRIED UNANIMOUSLY.

B. Any items listed under Sections IV, V and VI

VI. Closed Session Items

- A. Discussion of personnel matters**
- B. Update on labor negotiations**
- C. Discussion of litigation matters**
- D. ****Report from Chief of Human Resources****

The Committee did not recess the regular session and convene in closed session.

VII. Adjourn

As the agenda was exhausted, Chairman Wiese declared the meeting ADJOURNED.

Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Dorene P. Wiese, EdD, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Deborah Santana, Secretary

Cook County Health and Hospitals System
Human Resources Committee Meeting Minutes
August 16, 2013

ATTACHMENT #1



Human Resources Committee Meeting

August 16, 2013

Update on HR Projects

- Relocation of Main Entrance to the HR Department ✓
- CCHHS Employment Plan – Was submitted to Plaintiffs Counsel ✓
 - We are waiting for Plaintiffs Counsel's comments
- Outreach to local High Schools – Fall 2013
- Front Line Manager Training / Leadership Development Program – September 2013
- Cook County Parental Leave Policy – became effective August 1, 2013

Update on Countywide Projects CCHHS HR Is Working On

- Taleo Upgrade – Ongoing
- FMIS (JDE) Upgrade – Ongoing
 - Testing is taking place the weeks of August 12th and August 19th; anticipate completion by mid-November
- Enterprise Resource Planning (ERP) – participated in data gathering session
- Absence Management – Spring 2014 for FMLA leave administration
- Time & Attendance Upgrade – In early stage

2013 Fiscal Year Vacancies Filled (breakdown by Hiring Initiative)

- A total of 525 vacancies filled through August 12, 2013
 - 126 Cermak
 - 83 Joint Commission
 - 69 Other (Includes 17 Direct Appointments)
 - 118 PJC
 - 129 Waiver

For comparison purposes, we filled 346 vacancies in Calendar Year 2012

Why the Continued Focus on Recruitment

- Many studies have found a positive correlation between staffing patterns and patient outcomes. There is abundant evidence that the presence of a strong workforce has an impact on the quality of patient care that is delivered.

Why the Continued Focus on Recruitment

- Because HR is generally the candidate's first impression of our organization, we want to ensure that from each point of contact (CCHHS' Careers Page, HR's social media outlets, interactions via phone, email and in person, etc.) that we significantly contribute towards improving the quality of care for our patients.



CHHS Recruiting Efforts

**Suvondal Ellery, MBA
Nurse Recruiter**

CCHHS Recruiting Efforts

- Career Fairs
- Social Networking/Social Recruiting
 - Facebook “Likes”: 8
 - Twitter “Followers”: 0
 - LinkedIn “Connections: 12
- Nursing Schools

Upcoming Job Fairs for 2013

- Career Fair CCHHS
 - 09/06/2013 1900 W. Polk, Chicago, IL
- National Career Fairs
 - 9/9/2013 Marriott Chicago, Oak Brook, IL
- The Chicago Tribune Nursing & Healthcare Career Expo
 - 09/25/2013 Soldier Field
- Nurse.com (Nursing Spectrum)
 - 10/01/2013 Drury Lane, Oak Brook, IL
- County Resource/Job Fair
 - 11/19/2013 (Location TBD)

Facebook

The screenshot shows a web browser window displaying a Facebook page. The browser's address bar shows the URL: <https://www.facebook.com/pages/Cook-County-Health-Hospitals-System-Recruitment/472341942856776>. The Facebook page header includes the name "Cook County Health & Hospitals System Recruitment" and navigation links for Home, Suvondal, and settings. The main content area features a large photo of a modern hospital building with a sign that reads "Specialty Care Center / Center & Equipment". Below this is a smaller profile picture of the same building. The page title "Cook County Health & Hospitals System Recruitment" is displayed, along with "8 likes · 4 talking about this". A description follows: "Health/Medical/Pharmaceuticals The Cook County Health and Hospitals System is the safety net for health care in Chicago and suburban Cook County. The main hospital—the John H. Stroger, Jr. Hospital is located in the Illinois Medical District on Chicago's Near West Side." To the right of the description are buttons for "Liked", "Message", and a dropdown menu. Below the description are links for "About" and "Report a Problem". On the right side of the page, there is a "Create Page" button and a "Founded" section. At the bottom of the page, there are tabs for "Post", "Photo / Video", "Friends", and "Chat (Off)". The Windows taskbar at the very bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft PowerPoint, and the Facebook page itself. The system clock indicates 8:32 AM.

Cook County Health & Hospitals System Recruitment

8 likes · 4 talking about this

Health/Medical/Pharmaceuticals

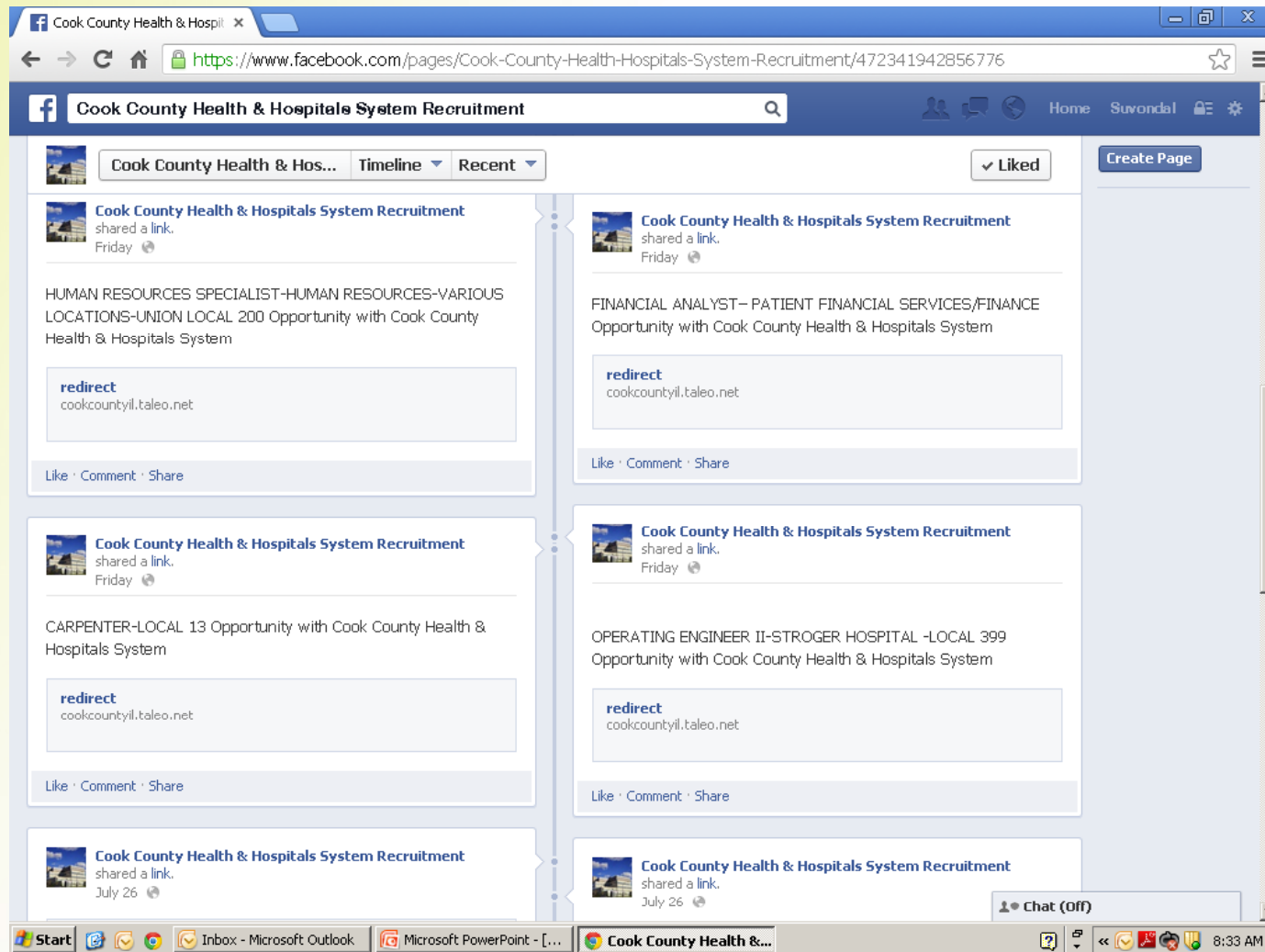
The Cook County Health and Hospitals System is the safety net for health care in Chicago and suburban Cook County. The main hospital—the John H. Stroger, Jr. Hospital is located in the Illinois Medical District on Chicago's Near West Side.

About — Report a Problem

Photos Likes

Start | Microsoft Outlook | Microsoft PowerPoint | Cook County Health & Hospitals System Recruitment | 8:32 AM

Facebook (continued)



Facebook (continued)

Job Description

FINANCIAL ANALYST- PATIENT FINANCIAL SERVICES/FINANCE

Job Number: 00114828

Job Posting: Jul 30, 2013, 12:00:00 AM **Closing Date:** Aug 13, 2013, 11:59:59 PM

Full-time A.M. P.M.

Posting Salary: COMPETITIVE SALARY
Organization: Health and Hospital Systems

COHHS
Cook County Health & Hospitals System

JOB SUMMARY

The Patient Financial Services Analyst is responsible for the Siemens modules, profiles and master files of the Siemens patient accounting application including but not limited to the following: Denials management application, Siemens Receivables Management Workstation (RMW), Siemens Receivable Policy Manager (RPM), Siemens Echo Build/Reporting, Siemens Source document preparation to support OLE Script processing, Siemens Vendor Data Transfers and Reconciliations, Siemens monthly Accounts Receivable Key Performance Indicator (KPI), Revenue Performance and Staff Productivity reporting, claims editor administrator which includes daily reconciliation of Siemens bill generation interface to Emdeon claims editor, and liaises with Emdeon for proactive issues resolution related to both billing and payment/adjustment process. In addition, this position is the primary point of contact to support all desktop and network issues and liaises with the Information Systems department with regard to systems issues identification and escalation.

MINIMUM QUALIFICATIONS

Twitter

The screenshot shows a web browser window displaying the Twitter profile of CCHHS Recruitment (@Recruit_CCHHS). The browser's address bar shows the URL https://twitter.com/Recruit_CCHHS. The Twitter interface includes a top navigation bar with links for Home, Connect, Discover, and Me, along with a search bar and settings. The left sidebar contains navigation options: Tweets, Following, Followers, Favorites, and Lists. Below these are sections for 'Who to follow' (listing DDR Corp., Laurie Ruettimann, and Shannon Seery Gude) and 'Trends' (listing #StartAChange, #ObamaBirthdayPresents, #Ergenekon, #qanda, #ThatsAttractive, #asae13, and Sergey Brin). The main content area shows the CCHHS Recruitment profile header with a profile picture of a hospital building, the name 'CCHHS Recruitment', and the handle '@Recruit_CCHHS'. Below the header, statistics show 12 tweets, 11 following, and 0 followers. The 'Tweets' section displays three recent tweets from CCHHS Recruitment, all dated 2 Aug, advertising job openings: Nurse Coordinator II, Operating Engineer II, and Respiratory Therapy Supervisor. The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft PowerPoint, and the CCHHS Recruitment browser window. The system clock indicates 8:39 AM.

CCHHS Recruitment (@Recruit_CCHHS)

12 TWEETS 11 FOLLOWING 0 FOLLOWERS

Tweets

CCHHS Recruitment @Recruit_CCHHS 2 Aug
NURSE COORDINATOR II - PACU - STROGER HOSPITAL - SHIFT:
DAYS [cookcountyil.taleo.net/careersection/...](https://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment @Recruit_CCHHS 2 Aug
OPERATING ENGINEER II-STROGER HOSPITAL -LOCAL 399
[cookcountyil.taleo.net/careersection/...](https://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment @Recruit_CCHHS 2 Aug
RESPIRATORY THERAPY SUPERVISOR- STROGER 11 PM – 7 AM -
ROTATES EVERY OTHER WEEKEND

Twitter (continued)



Twitter (continued)

The screenshot shows a web browser window displaying the Twitter profile of CCHHS Recruitment (@Recruit_CCHHS). The browser's address bar shows the URL https://twitter.com/Recruit_CCHHS. The Twitter interface includes a navigation bar with 'Home', 'Connect', 'Discover', and 'Me' tabs. The profile header shows 12 tweets, 11 following, and 0 followers, along with an 'Edit profile' button. The main content area displays a list of tweets from @Recruit_CCHHS, all dated '2 Aug'. Each tweet features a profile picture of a hospital building and text describing job openings, including 'NURSE COORDINATOR II - PACU - STROGER HOSPITAL - SHIFT: DAYS', 'OPERATING ENGINEER II-STROGER HOSPITAL -LOCAL 399', 'RESPIRATORY THERAPY SUPERVISOR- STROGER 11 PM – 7 AM - ROTATES EVERY OTHER WEEKEND', 'CLINICAL LABORATORY SERVICES SITE SUPERVISOR 1, STROGER HOSPITAL, CHEMISTRY. SECOND SHIFT: EVENINGS/NIGHTS', and 'ENROLLMENT AND RETENTION MANAGER-MANAGED CARE ADMINISTRATION'. Each tweet includes a link to [cookcountyil.taleo.net/careersection/...](http://cookcountyil.taleo.net/careersection/) and an 'Expand' link. The left sidebar shows 'Popular accounts' including CDCgov and BLS-Labor Statistics, and a 'Trends' section with various hashtags. The bottom of the browser window shows the Windows taskbar with icons for Start, Outlook, PowerPoint, and the active Twitter window, along with the system clock showing 8:49 AM.

CCHHS Recruitment (@Recruit_CCHHS) 2 Aug
NURSE COORDINATOR II - PACU - STROGER HOSPITAL - SHIFT: DAYS [cookcountyil.taleo.net/careersection/...](http://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment (@Recruit_CCHHS) 2 Aug
OPERATING ENGINEER II-STROGER HOSPITAL -LOCAL 399 [cookcountyil.taleo.net/careersection/...](http://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment (@Recruit_CCHHS) 2 Aug
RESPIRATORY THERAPY SUPERVISOR- STROGER 11 PM – 7 AM - ROTATES EVERY OTHER WEEKEND [cookcountyil.taleo.net/careersection/...](http://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment (@Recruit_CCHHS) 2 Aug
CLINICAL LABORATORY SERVICES SITE SUPERVISOR 1, STROGER HOSPITAL, CHEMISTRY. SECOND SHIFT: EVENINGS/NIGHTS [cookcountyil.taleo.net/careersection/...](http://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment (@Recruit_CCHHS) 2 Aug
ENROLLMENT AND RETENTION MANAGER-MANAGED CARE ADMINISTRATION [cookcountyil.taleo.net/careersection/...](http://cookcountyil.taleo.net/careersection/)
Expand

CCHHS Recruitment (@Recruit_CCHHS) 26 Jul

Twitter (continued)

CCHHS Recruitment (Recruit... x) Job Description - NURSE COO... x

https://cookcountyil.taleo.net/careersection/200/jobdetail.ft?job=75800&lang=en&sns_id=twitter#.Ufu87goRhPU.twitter

Job Search My Jobpage

Basic Search Advanced Search Jobs Matching My Profile All Jobs

[Return to the home page](#) [Printable Format](#)

Apply Online Add to My Job Cart SHARE

Job Description

NURSE COORDINATOR II - PACU - STROGER HOSPITAL - SHIFT: DAYS

Job Number: 00114841

Job Posting: Jul 31, 2013, 12:00:00 AM **Closing Date:** Aug 14, 2013, 11:59:59 PM

Full-time A.M. P.M.
Collective Bargaining Unit: None

Posting Salary: COMPETITIVE SALARY
Organization: Health and Hospital Systems

CCHHS
Cook County Health & Hospitals System

JOB SUMMARY

The Nurse Coordinator II is accountable for 24/7 supervision and coordination of all activities for the designated unit, patients and staff; oversees all aspects of patient care by evaluating, developing and implementing care plans and ensuring that the care administered is up to applicable standards and in compliance; responsible for managerial duties: clinical supervision, personnel management, budget planning, and quality service delivery; performs other related duties assigned.

MINIMUM QUALIFICATIONS

Start Inbox - Microsoft Outlook Microsoft PowerPoint - [...] Job Description - NUR... 8:50 AM

LinkedIn

The screenshot shows a web browser window with the LinkedIn profile of CCHHS Recruitment. The browser's address bar displays the URL: www.linkedin.com/profile/view?id=269737708&authType=name&authToken=EwPN&trk=prof-connections-name. The LinkedIn header includes a search bar with the text "Search for people, jobs, companies, and more...", a magnifying glass icon, and the word "Advanced". The profile header for "CCHHS Recruitment" features a building image, the text "Recruitment Department at Cook County Health and Hospitals System", "Chicago, Illinois | Hospital & Health Care", and buttons for "Send a message" and "Suggest connections". Below the header, the "Activity" section shows a connection update: "CCHHS Recruitment is now connected to Brenda Mitchell, BA, MBA, Recruitment and Retention Manager at Access Community Health Network and Tricia Mosley, Registered Nurse" from 9 days ago. It also features a job posting for "PHARMACIST- AMBULATORY PHARMACY SERVICES-PROVIDENT-SHIFT: DAYS..." from cookcountyil.taleo.net. The "Background" section is partially visible. On the right, a "People Also Viewed" section lists five individuals: Tiffany Jackson (Recruitment Team Specialist at Advocate Health Care), Earl Powell, MBA (CCL Programmer at Cook County Health and Hospital System), Tricia Mosley (Registered Nurse), Suvondal Ellery (Nurse Recruiter at Cook County Hospital), and Kelly Renee Tucker (Claims and Benefits Advocacy Specialist at ComPsych). A banner for Warner Chilcott is also visible, with the text "Time to check your vitals... A career in pharmaceutical sales will get your pulse going!" and a "Learn More" button. The Windows taskbar at the bottom shows the Start button and open applications: Microsoft Outlook, Microsoft PowerPoint, and the CCHHS Recruitment browser window. The system clock indicates 8:54 AM.

CCHHS Recruitment
Recruitment Department at Cook County Health and Hospitals System
Chicago, Illinois | Hospital & Health Care

Send a message Suggest connections 8 connections

www.linkedin.com/pub/cchhs-recruitment/76/402/264/ Contact Info

Activity

CCHHS Recruitment is now connected to [Brenda Mitchell, BA, MBA](#), Recruitment and Retention Manager at Access Community Health Network and [Tricia Mosley](#), Registered Nurse
9 days ago

CCHHS Recruitment via [Suvondal Ellery](#)
PHARMACIST- AMBULATORY PHARMACY SERVICES-PROVIDENT-SHIFT: DAYS...
[cookcountyil.taleo.net](#) • Click the link provided to see the complete job description.

See More

Background

People Also Viewed

- [Tiffany Jackson](#)
Recruitment Team Specialist
Advocate Health Care
- [Earl Powell, MBA](#)
CCL Programmer at Cook County Health and Hospital System
- [Tricia Mosley](#)
Registered Nurse
- [Suvondal Ellery](#)
Nurse Recruiter at Cook County Hospital
- [Kelly Renee Tucker](#)
Claims and Benefits Advocacy Specialist at ComPsych

Warner Chilcott
Time to check your vitals...
A career in pharmaceutical sales will get your pulse going!
Learn More Career Pages

Follow Warner Chilcott on LinkedIn

Windows taskbar: Start, Microsoft Outlook, Microsoft PowerPoint, CCHHS Recruitment | ... 8:54 AM

LinkedIn (continued)

The screenshot shows a web browser window with the URL www.cookcountyhhs.org/about-cchhs/careers/non-county-employee/. The page displays a job listing for a **NURSE COORDINATOR II -CRITICAL CARE - STROGER HOSPITAL - SHIFT: DAYS (FLEXIBLE)** with job number **00114848**. The posting date is Aug 2, 2013, and the closing date is Aug 16, 2013. The job is full-time, A.M. P.M., with no collective bargaining unit. The salary is competitive, and the organization is Cook County Health and Hospitals Systems. The job description includes a summary of duties and minimum qualifications. The CCHHS logo is prominently displayed. The browser's taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft PowerPoint, and the current job posting page. The system clock indicates 8:58 AM.

Job 2 out of 15 [Previous](#) | [1](#) [2](#) [3](#) [4](#) [5](#) | [Next](#)

[Apply Online](#) [Add to My Job Cart](#) [SHARE](#) [f](#) [t](#) [e](#) ...

Job Description

NURSE COORDINATOR II -CRITICAL CARE - STROGER HOSPITAL - SHIFT: DAYS (FLEXIBLE)

Job Number: 00114848

Job Posting: Aug 2, 2013, 12:00:00 AM **Closing Date:** Aug 16, 2013, 11:59:59 PM

Full-time A.M. P.M.
Collective Bargaining Unit: None

Posting Salary: COMPETITIVE SALARY
Organization: Health and Hospital Systems

CCHHS
Cook County Health & Hospitals System

JOB SUMMARY

The Nurse Coordinator II is responsible for supervising and coordinating all activities for the designated unit, patients and staff; oversee all aspects of patient care by evaluating, developing and implementing care plans and ensuring that the care administered is up to applicable standards and in compliance; responsible managerial duties: clinical supervision, personnel management, budget planning, and quality service delivery and preforms other related duties assigned. **MULTIPLE VACANCIES**

MINIMUM QUALIFICATIONS

Nursing Schools

- Resurrection University School of Nursing
- Chamberlain College of Nursing
- Robert Morris University School of Nursing
- University of Illinois at Chicago School of Nursing

Additional Changes

- Continue to Update CCHHS' Careers Page
 - List a general phone number for Recruiting and a link to the Recruiting Facebook page
 - We are working to post CCHHS vacancies directly onto our Careers Page
 - Doing so will save candidates from having to navigate to get to Taleo and it will expand our exposure by allowing search engines such as Google and Bing to drive candidates to our vacancies
 - Anticipate this going into effect in early September

Careers

Love your Work. Search our Jobs.



Careers

[Non-County Employees](#)

[Internal County Employees](#)

Working at the Cook County Health & Hospitals System (CCHHS) is about making a difference. It's about providing the highest quality patient care by placing the needs of patients first. You'll discover a culture of teamwork, professionalism and mutual respect — and most importantly, a life-changing career.

Employment Opportunities

- [For Non-County Employees](#)

For all Cook County Health & Hospitals System employees, please visit the Careers tab on the intranet.

How to Use Taleo

- [Taleo Application Instructions](#)
- [Taleo Conversion Error](#)

Why Cook County Health & Hospitals System?

Cook County Health & Hospitals System is a public worldwide leader in medical care, research and education. Mission-driven. Patient-focused. Team-based. At CCHHS, nearly 6,000 dedicated professionals — working in every medical and surgical specialty — collaborate to provide health and hope and healing to people from all walks of life.

Respect — Whether on the front lines of patient care or supporting the efforts of your colleagues

CONTACT US

Gladys Lopez, Chief of Human Resources

750 S. Wolcott, Suite G-50
Chicago, IL 60612

Phone: (312) 864-1810

Recruiting: (312) 864-0430



[Visit Our Facebook Page](#)



CHHS Labor Relations

Kevin Frey
Sr. Labor & Employment Counsel

Union Re-Calls

- Meetings scheduled as follows:
 - Friday, August 16th – SEIU
 - 42 vacancies
 - 156 employees on recall/displacement
 - August 21st – AFSCME
 - 84 vacancies
 - 36 employees on recall/displacement
 - August 22nd – NNOC
 - 129 vacancies
 - 10 employees on recall

Union Re-Calls

- Meetings scheduled as follows:
 - FOP - meeting not yet scheduled
 - 4 vacancies
 - 8 employees on recall
 - Trades – meeting not yet scheduled
 - 1 vacancy
 - 3 employees on recall
- Start date for employees who are re-called:
 - Monday, September 23rd

CCHHS Labor

- Will be working with the team to:
 - Triage labor-related concerns
 - Create a uniform grievance process
 - Update forms and post them on CCHHS' intranet page
- Working with the Civic Consulting Alliance and Strategic Talent Solution teams to create a Corrective Action Template that management can use to conduct counseling sessions
 - Goal is to have meaningful conversations with employees to correct behavior / performance as opposed to issuing discipline



COOK COUNTY BUREAU OF HUMAN RESOURCES

POLICY TITLE: PARENTAL LEAVE

Effective Date: August 1, 2013

Policy Number: N/A
Associated Personnel Rule: 6.03(b)

Policy Form:
Parental Leave Request
FMLA Certification

PURPOSE: To establish the terms and conditions under which employees are entitled to paid time off ("parental leave") as a result of the birth or adoption of a child.

This policy shall be considered as an alternative to BHR Personnel Rule 6.03(b), Maternity/Paternity Absence. An employee that chooses Parental Leave will not be eligible for additional leave pursuant to BHR Personnel Rule 6.03(b). As of the effective date of this policy, BHR Personnel Rule 6.03(b) will also apply to the adoption of a child. If any provision in this policy is in conflict with a specific provision of BHR Personnel Rule 6.03(b) or any other BHR Personnel Rule, the provision of this policy shall take precedence.

AREAS AFFECTED: This policy applies to all full-time non-union County employees. In order to be eligible for parental leave, an employee must apply for and be determined to be eligible for FMLA (Family and Medical Leave Act) leave. If an employee has FMLA coverage at the time he/she requests parental leave, and has utilized some or all of the allotted 480 hours of FMLA coverage, the employee will nevertheless be entitled to parental leave pursuant to all other provisions of this policy and provided that the employee submits an FMLA Certification form to support the request for parental leave. An employee is eligible to take FMLA leave if he/she:

- (a) has been employed by the County for at least twelve months within the prior seven years (including interrupted service); **and**,
- (b) has worked at least 1,250 hours during the twelve-month period prior to the commencement of the leave.

All parental leave shall run concurrently with approved FMLA leave.

Any employee who was granted FMLA coverage, or who would have otherwise qualified for such coverage, as the result of the birth of a newborn or adoption of a child during the twelve week period prior to the effective date of this policy, shall be eligible for parental leave.

POLICY AND PROCEDURES: Eligible employees are entitled to receive the following parental leave:

- Up to four (4) weeks (twenty work days) of parental leave to a birth mother to recover from a non-surgical delivery; or
- Up to six (6) weeks (thirty work days) of parental leave to a birth mother to recover from a surgical delivery; or
- Up to two (2) weeks (ten work days) of parental leave for the birth of a child or children to a spouse or domestic partner or civil union partner; or
- Up to two (2) weeks (ten work days) of parental leave for the adoption of a child or children by the employee or the employee's spouse or domestic partner or civil union partner.

Parental leave shall be administered in conjunction with the Family & Medical Leave Act, and may be combined with other accrued paid time off such as vacation, personal and/or sick time (consistent with BHR Personnel Rule 6.02[b], Sick Leave) to achieve the maximum amount of paid time off while taking FMLA leave. However, employees cannot use parental leave prior to the date of birth/adoption, and must use parental leave in a continuous block of time beginning on the day of birth or adoption. An employee who qualifies for parental leave may be entitled to additional time off pursuant to the FMLA. Therefore, employees interested in applying for parental leave should first review the County's FMLA policy. Additional benefits may be available from the Cook County Pension Board.

Health insurance benefits for an employee receiving parental leave shall be maintained and administered under the same conditions as for an employee covered by FMLA.



COOK COUNTY BUREAU OF HUMAN RESOURCES

POLICY TITLE: PARENTAL LEAVE

Effective Date: August 1, 2013

Policy Number: N/A
Associated Personnel Rule: 6.03(b)

Policy Form:
Parental Leave Request
FMLA Certification

All rights to parental leave cease at the close of business on the effective date of an employee's separation or layoff, and neither the employee nor the employee's estate is entitled to any further compensation for parental leave beyond the effective date of the employee's separation or layoff.

The utilization of parental leave shall not have a negative impact on employment status. Any fraudulent attempt to obtain such leave may result in disciplinary action, up to and including termination.

Requesting Parental Leave

In order to apply for parental leave, an employee must (a) inform his/her supervisor of the request in writing at least thirty days before the expected date of delivery or adoption, and (b) submit a completed application for FMLA coverage to the BHR Medical Unit at least thirty days before the expected date of delivery or adoption. To the extent that thirty days' notice is not possible, the employee must comply with (a) and (b) as soon as possible. The employee must also provide a copy of the Parental Leave Request form to the head of the employee's Human Resources office (i.e., employees in Offices Under the President must notify the Chief of the Bureau of Human Resources; all other employees must notify their own human resources department.) An employee who is applying as the spouse, rather than the person giving birth, must also include with their FMLA application proof of marriage or domestic partnership or civil union.

If an employee intends to remain off work after the paid parental leave is exhausted, it must be in conformance with the FMLA certification provided by the physician.

In the event that a surgical delivery is performed, the employee must submit an additional FMLA Medical Certification form in order to qualify for six weeks of parental leave.

An employee requesting parental leave due to adoption must also apply for FMLA and complete a Parental Leave Request form. The following must also be provided:

- a Certification from an adoption agency confirming that the employee, or the employee's spouse or domestic partner or civil union partner, has been matched by the agency with a child or children; and,
- a Certification of the date that the actual adoption became effective; and
- a Certification that you or the employee's spouse or domestic partner or civil union partner, is the adoptive parent.

Employees must clearly indicate on Time Off Request forms that they are requesting parental leave, and the specific days for which such leave is being requested. Timekeepers must verify that the employee has applied for and has been granted FMLA coverage for the dates in question, and must count such absences against the employee's FMLA 12-week allotment.

Parental Leave Frequently Asked Questions

1. Q: What is Parental Leave?

A: Parental Leave is a new form of time off with pay, available to qualified County employees under certain conditions related to the birth of a newborn child or adoption of a child.

2. Q: Who is entitled to receive Parental Leave?

A: Non-union employees of Cook County government who qualify for Family & Medical Leave Act (FMLA) coverage based on the birth of a newborn or adoption of a child. Either the employee or the employee's spouse, domestic partner or civil union partner can be the person who gives birth or adopts a child.

3. Q: How much Parental Leave can an employee receive?

A: An employee who gives birth is entitled to up to four weeks of Parental Leave in the event of a non-surgical birth, six weeks of Parental Leave in the event of a surgical birth. An employee who is the spouse, civil union partner or domestic partner of the person giving birth is entitled to up to two weeks of Parental Leave. An employee who adopts, or whose spouse, civil union partner or domestic partner adopts, is also entitled to up to two weeks of Parental Leave. Under all conditions, an employee must apply for and be granted FMLA coverage in order to qualify for Parental Leave. (To qualify for FMLA coverage, an individual must have worked for the County for a minimum of 12 months during the previous seven years, and must have worked at least 1,250 hours in the 12-month period prior to applying for FMLA coverage.)

4. Q: How do I apply for Parental Leave?

A: Complete a Parental Leave Request form and an FMLA Request form and follow the instructions on each form. Both forms are available on the Bureau of Human Resources' CCNet webpage, or by contacting BHR. The FMLA application process will require you to provide appropriate medical documentation confirming pregnancy and birth, or adoption. The submission of birth / adoption certificates will also be required.

5. Q: If I choose to receive Parental Leave, can I also take up to six months off without pay (or apply some or all of my accrued paid sick, vacation and personal time) pursuant to Personnel Rule 6.03 (b)?

A: No. Employees who receive Parental Leave will not be eligible for a leave of absence for up to six months because of the birth of a newborn or adoption of a child, as otherwise provided for in Personnel Rule 6.03 (b). However, FMLA coverage entitles an employee to be absent for up to 12 weeks due to the employee's own serious health condition, and/or the birth of a newborn or adoption. It is important for employees to understand, therefore, that any time

off in advance of the delivery date that is medically necessary, as well as all time off covered by Parental Leave, will count toward the 12-week FMLA entitlement. The same is true for any additional time off related to the birth or adoption, whether the time off is covered by accrued leave time or is unpaid.

- 6. Q: If I receive Parental Leave, can I also use some or all of my accrued paid sick time, vacation time and/or personal time for related absences?**

A: Yes. Parental Leave would cover the first four weeks (or six weeks in the event of a surgical birth) of time off after the birth of a newborn, or the first two weeks in the event of adoption or if it is the employee's spouse, domestic partner or civil union partner who gives birth or adopts. After that, the employee can use any other paid time off to cover related absences, with one exception: paid sick time cannot be used to cover time off unless it is due to the illness of the employee or child, or for medical or dental appointments. In other words, sick time cannot be used for 'bonding' time.

- 7. Q: If I receive Parental Leave, can I also apply for regular disability payments from the Cook County Pension Board?**

A: Yes. If you are the birth mother, you may be eligible for disability benefits.

- 8. Q: Do I have to complete an application from the Pension Board for disability benefits, or will my application for Parental Leave be sufficient?**

A: You must complete an application from the Pension Board for disability benefits. Your application for Parental Leave will not be sufficient if you wish to receive disability benefits related to your pregnancy.

- 9. Q: If my spouse, domestic partner or civil union partner also works for Cook County, are we both entitled to receive Parental Leave?**

A: Yes. Both employees may apply and if eligible may receive Parental Leave.

- 10. Q: Can I still use FMLA leave during pregnancy or after the birth of a child?**

A: Yes. If it is medically necessary to stop work before the due date, an employee who has been granted FMLA coverage due to pregnancy would have FMLA coverage for such absences as long as she has not used up her 12 weeks (i.e., 480 hours) of FMLA coverage. Employees who qualify for FMLA coverage are also entitled to be absent to care for a member of their immediate family who has a serious health condition, including pregnancy-related serious health conditions. Disability benefits from the Cook County Pension Board may also be applicable.

11. Q: Does an employee lose seniority rights when she takes disability leave due to pregnancy?

A: All Pension Board rules that apply to employees on ordinary disability would apply to an employee who is on ordinary disability due to pregnancy and birth of a newborn. Generally, employees do not 'lose' seniority rights while on ordinary disability, although they do not earn seniority for the time they are on such leave. Consult the Pension Board for additional information.

12. Q: Are bargaining unit employees eligible for Parental Leave?

A: No.

13. Q: What happens to an employee's benefits while on Parental Leave?

A: Benefits will continue while the employee is on Parental Leave.

14. Q: Will an employee continue to accrue vacation and sick leave while on Parental Leave?

A: Yes.

15. Q: If the employee has a multiple birth or adopts more than one child at the same time, will they receive a period of paid Parental Leave for each child?

A: No. Multiple births / adoptions occurring generally at the same time are treated as one event.

16. Q: Is Parental Leave available for foster care placement?

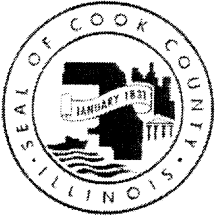
A: No.

Contact Information:

Bureau of Human Resources
118 North Clark Street, Room 834
Chicago, IL 60602
(312) 603-5981

Comptroller's Office
118 North Clark Street, Room 500
Chicago, IL 60602
(312) 603-5601

Cook County Pension Board
33 North Dearborn, 10th Floor
Chicago, IL 60602
312-603-1200



BUREAU OF HUMAN RESOURCES
PARENTAL LEAVE REQUEST FORM

I, _____, hereby request paid parental leave in accordance
(print clearly)

with the Cook County policy governing such paid leave. My specific request is as follows:

Birth (I understand that I must submit a copy of the birth certificate to the HR department after the date of delivery.)

☐ I am the birth mother and am requesting four weeks of paid parental leave due to a non-surgical birth. My due date is _____.

☐ I am the birth mother and am requesting six weeks of paid parental leave due to a surgical birth, which is scheduled to occur on (insert date if known) _____.

☐ I am the ☐ spouse ☐ domestic partner ☐ civil union partner of the birth mother and am therefore requesting two weeks of paid parental leave.

Adoption

☐ I am going to adopt a child or children and am requesting two weeks of paid parental leave, effective _____.

☐ I am the ☐ spouse ☐ domestic partner ☐ civil union partner of an individual who is going to adopt a child, and am requesting two weeks of paid parental leave, effective _____.

Check *one*:

- ☐ I have attached a certification from an adoption agency confirming that I, or my spouse or domestic partner or civil union partner, have been matched by the agency with a child or children.
- ☐ I will submit a birth certificate within two weeks of the commencement of the leave (or as soon thereafter as possible) confirming that I, or my spouse or domestic partner or civil union partner, am the adoptive parent.

Note: No additional paid parental leave is allowed in the event of multiple births or adoptions, e.g., twins, siblings.

EMPLOYEE AND DEPARTMENT HEAD CERTIFICATION

I certify that I am not covered by a Collective Bargaining Agreement and that all of the information I am providing is true and accurate. I understand that I may be subject to disciplinary action, up to and including termination, for providing false or misleading information.

I understand that by choosing to take Parental Leave I am not entitled to the leave provisions contained in Personnel Rule 6.03(b).

Furthermore, with respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Employee Name: _____ Signature: _____
(print clearly)

Employee #: _____ Title: _____ Date: _____

Department Head Name: _____ Signature: _____
(print clearly)

Request is ☐ Approved ☐ Disapproved Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowing inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above action or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Confirmation of approved FMLA coverage: Yes _____ No _____ Period of FMLA coverage: _____ to _____

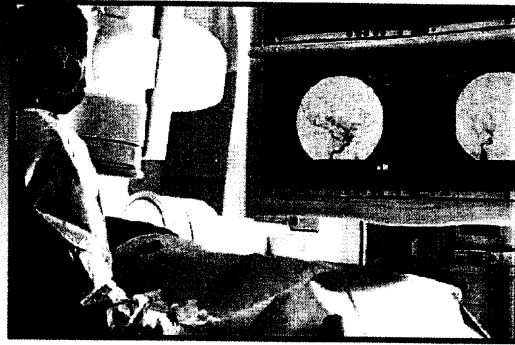
Request for Parental Leave is hereby: Approved _____ Denied _____ Amount of Parental Leave Granted: _____

Signature of Chief of BHR: _____ Date: _____

Signature of Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

Note: A copy of the approved Request must be submitted to the Pension Board.



Discover

Cook County Health and Hospitals System and find inspiration in serving your community. We seek experienced healthcare professionals to join our respected community of experts.

We invite the following caring professionals to join our team:

Registered Nurses/Pharmacists/Pharmacy Techs

Laboratory Professionals/Medical Coders

Mental Health Specialists

Career Fair

Friday, September 06, 2013

**John H. Stroger, Jr. Hospital
Administration Building**

1900 W. Polk St; Chicago, IL 60612

Conference Room 220A

10:00 am – 2:00 pm

Cook County Health and Hospitals System is a comprehensive, integrated system of healthcare throughout Chicago and suburban Cook County. This is your opportunity to network and meet with members of management and experienced clinicians from our system of care! Refreshments and door prizes will be provided.

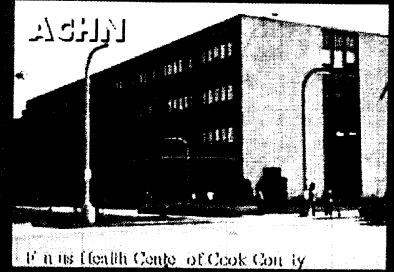
To RSVP for this event please contact Suvondal Ellery at 312-864-0423 or via e-mail at Sellery@CookCountyhhs.org.



**COOK COUNTY HEALTH
& HOSPITALS SYSTEM**

CCHHS

at 77 87



CHSCG



CCDPH



IHSHCC



OFHCC



PHCC



CORE

